

The below instructions outline the actions a user must take to enroll into the Standing Watch Webinar on the Joint Knowledge Online Learning Management System.

Step by Step instructions for enrollment – Note: There are two types of access to the training.

1-Personnel with a Common Access Card (CAC).

- Go to: <https://jkodirect.jten.mil>
- Click “OK” at DoD Warning Banner
- Click “Login” at Top Right of Banner
- Login using CAC or follow instructions in Login Box
- Click on VCLASS tab at top of page. If the VCLASS tab is not present, then click on the three-horizontal lined “hamburger menu” in the JKO banner.
- Click on Enter Classroom button.
- Click on Membership tab to left of page.
- Click Joinable sites.
- Search for “Standing Watch” using the SEARCH bar and click the Standing Watch Course Registration Site. You are now a member of this site and it can be found under your “my current sites” under memberships or under “sites” next to your profile in the top right of the screen.
- Once in the Standing Watch Course Registration site, select “Student Registration” and scroll to the session you would like to take.
- Click on the request form below each session’s description to request admittance to the classroom.

2-Personnel without a Common Access Card (CAC) that will require a sponsored account.

To access a U.S. Government (USG) Information System (IS) for the purpose of conducting official online training, you must have a Sponsor.

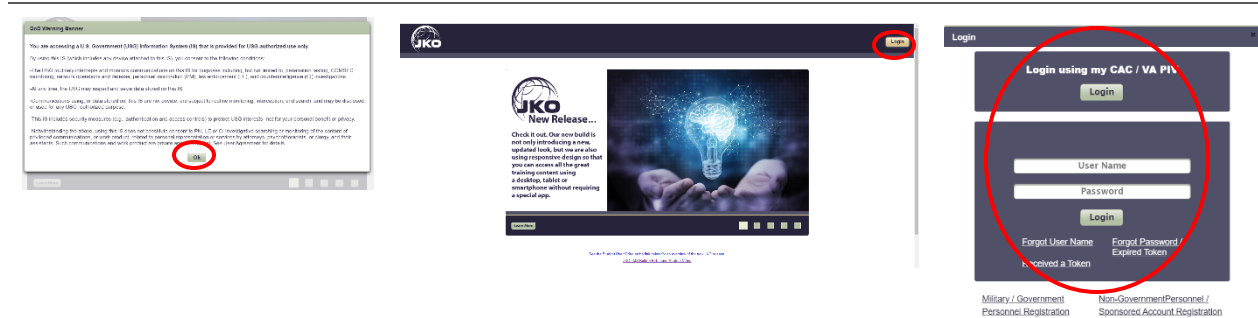
- Go to: <https://jkodirect.jten.mil>
- Click “OK” at DoD Warning Banner
- Click “Login” at Top Right of Banner
- Follow instructions in the Login Box for Non-Government Personnel / Sponsored Account Registration.
- Fill out your information and submit to request an account.

Once you have a Sponsor, JKO will then create an account and provide account information and login instructions to begin training via email.



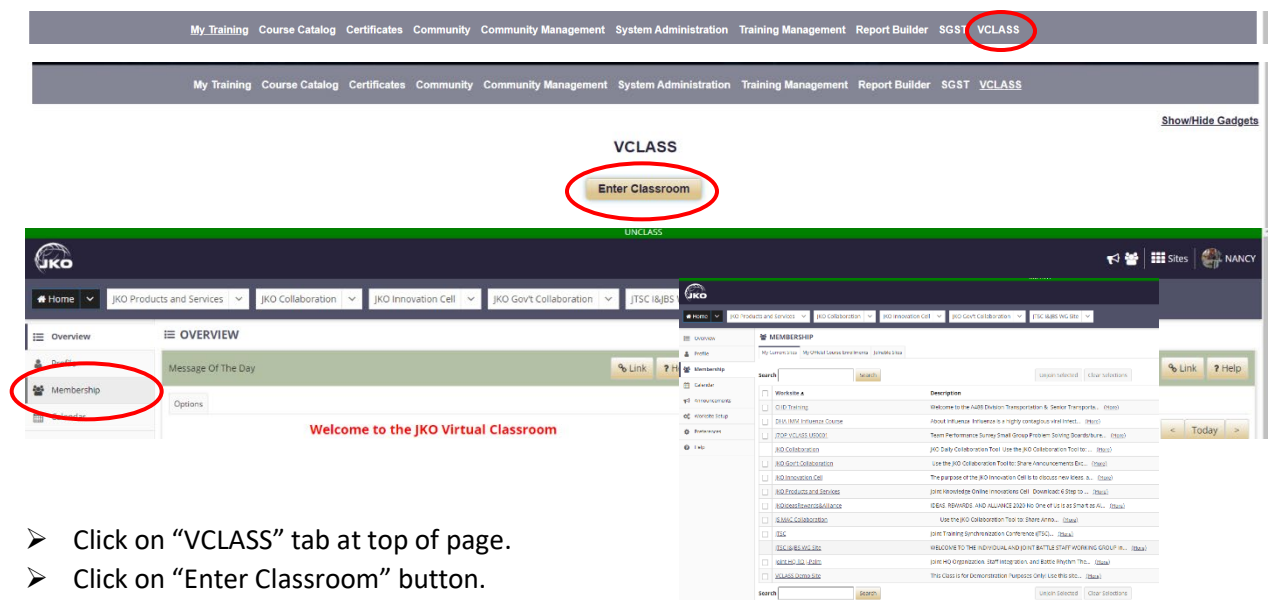
VCLASS REGISTRATION QUICK REFERENCE

LOGIN TO JKO



- Enter <https://jkodirect.jten.mil> in your Internet browser
- Click “OK” at DoD Warning Banner
- Click “Login” at Top Right of Banner
- Login using CAC or follow instructions in Login Box for Username and Password access.

ENTER VCLASS WORK SITE



- Click on “VCLASS” tab at top of page.
- Click on “Enter Classroom” button.
- Click on “Membership” tab to left of page.

JOIN STANDING WATCH COURSE(S) REGISTRATION SITE

- On the MEMBERSHIP page select the “Joinable Sites” tab.
- Click on “Standing Watch Course(s) Registration Landing Page”.
- The Course now moves to “My Current Sites” so open that tab.
- Click on “Standing Watch Course(s) Registration Landing Page” to open the registration worksite.

